DC COMMISSION ON
THE ARTS & HUMANITIES

FY2016
GENERAL OPERATING SUPPORT
GRANTS-IN-AID

Applicants may submit one Grants-In-Aid application per grant cycle

Deadline: Friday May 15, 2015 at 4:00PM

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Grants-In-Aid

Deadline: May 15, 2015 at 4:00PM

Grants-In-Aid Program Description

Grants-In-Aid (GIA) is available to arts and humanities organizations whose primary function is exhibition, presentation or training in the arts and humanities. GIA offers general operating support to organizations that focus on the following areas: dance, design, folk and traditional arts, literature, media arts, music, theatre, and visual arts such that its total activities and/or services are concentrated on and devoted to the arts and humanities.

New

GIA applicants may request up to 20% of their previous year's operating expenses, not to exceed $250,000. Each applicant's request will be based on expenses from their most recent Cultural Data Project.

GIA applicants will be reviewed by cohorts based on the organization's FY2014 cash expenses. These cohorts are as follows:

Cohort	FY2014 Operational Cash Expenses
Cohort A	$1,250,000 and above
Cohort B	$250,000 and $1,249,999
Cohort C	$249,999 and below

Organizations undergoing a capital campaign, or other unusual budgetary experience, should contact GIA grant program manager Steven Scott Mazzola for assistance determining the cohort.

GIA applicants must demonstrate the ways in which their ongoing programming aligns with the DC Commission on the Arts and Humanities' mission to encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city. Successful GIA applications must clearly detail their organization's outstanding leadership and vision, history of exceptional cultural programming and strong track record of broad and inclusive community engagement.

GIA has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's FY2016 (October 1, 2015 to September 30, 2016).

Grants-In-Aid Program Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in local arts organizations and artists; and
- Ensure sustainability for arts and humanities organizations so that they may continue to contribute to the District of Columbia's diverse cultural landscape.

Successful Grants-In-Aid Applications

- Provide clear information on large variances reported on the Cultural Data Project profile and financial statements such as budget surpluses and deficits;
- Provide clear indications of impact on DC versus metro-DC versus national and/or international participants and audiences with key information and knowledge about target audiences and community impact;
- Provide supporting materials in addition to work samples that indicate the work of the organization and realization of its mission;
- Provide indication of strong levels of assessment and growth from evaluation.

Eligibility Requirements

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Have the primary function to exhibit, present or professionally train in the arts and humanities;
- Have a demonstrated commitment to provide arts and humanities to the residents of Washington, DC, with at least fifty-one percent (51%) of scheduled arts activities occurring within the District of Columbia;
- Be incorporated as a nonprofit, with a designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated in the District of Columbia.
- Have their Federal and DC tax exempt statuses (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2015, are ineligible to receive an additional award from DCCAH in FY2016;
- Not use fiscal agents; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

Funding Restrictions and Allowable Costs

Applicants may receive only two (2) grant awards per fiscal year from Arts Education Program, City Arts Projects and Grants-In-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

Examples of allowable costs for Grants-in-Aid:
- Salaries;
- Artistic Expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to expanding access to artistic programming, including capital expenses and technological resources;
- Consultants; and
- Travel directly related to the cost of producing arts programming in the District of Columbia.

Examples of unallowable costs for Grants-in-Aid:
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to executing DC-based projects;
- College tuition, universities, service organizations, foreign governments, or government agencies, including DC Public Schools.

All project expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2015, the DCCAH will conduct free workshops and application review for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dcarts.dc.gov under Grant Writing Assistance. **The DCCAH urges all applicants to attend these workshops.** In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the THEARC. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. Contact Alexxis Hooks at Alexxis.Hooks2@dc.gov or call 202-724-5613.

Day & Date	Time	Topic	Location
Thursday, April 9	9:00am-12:00pm	**OPEN HOURS**	THEARC - Community Room
Thursday, April 9	12:00pm-1:30pm	**GIA**	THEARC -Community Room
Monday, April 13	2:00pm-3:30pm	**Cultural Data Project Webinar**	Online
Tuesday, April 14	6:30pm-8:00pm	**GIA**	DCCAH
Wednesday, April 15	9:00am-12:00pm	**OPEN HOURS**	THEARC - Recital Hall
Thursday, April 16	**Holiday**	**Holiday**	**Holiday**
Monday, April 20	2:00pm-3:30pm	**Cultural Data Project Webinar**	Online
Tuesday, April 21	12:00pm-1:30pm	**GIA**	DCCAH
Wednesday, April 22	3:30pm-5:00pm	**Online Portal Support**	DCCAH Multi-Purpose Room
Thursday, April 23	9:00am-12:00pm	**OPEN HOURS**	THEARC - Recital Hall
Thursday, April 30	9:00am-12:00pm	**OPEN HOURS**	THEARC

FY2016 Workshops will be located at:
DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003 **THEARC** 1901 Mississippi Ave., SE Washington, DC 20020

Cultural Data Project:

There have been changes to the FY15/16 Cultural Data Project that make reporting clearer, simpler and more efficient. Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk applicants through the process of completing their Data Profile, applying to participating grant-makers, and generating reports. This orientation is recommended for organizations that are new to the CDP, or as a refresher on using the online system.

For applicants interested in participating in the online Cultural Data Project workshops, please visit CDP http://www.dcculturaldata.org/news.aspx.

Application Process

All of the FY2016 grant program guidelines are available www.dcarts.dc.gov. DCCAH utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Friday, May 15, 2015. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2015 to September 30, 2016. Grant funds may not be used for project activities that occur prior to October 1, 2015. DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure

1. Review the FY2016 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;

2. Go to the Apply for Grants page and select the Grant Application Portal to register:

    - To reset the password either select "Forgot your password?" or click here.

3. Once fully registered, applicants must select the desired grant program(s),

4. Complete the application questions and budget/budget narrative data,

5. Upload all required documents, supplementary material, and work samples,

6. Submit the application by 4:00pm on the grant program's deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one DC Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility or recommendation for funding by the Advisory Review Panel. DCCAH staff is not permitted to make corrections to applications on behalf of applicants. DCCAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of DCCAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to four categories: Artistic Content, District Impact & Engagement, Capacity and Sustainability, and Overall. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of the Commission, who ensure that the DCCAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

For more information regarding the grant review process please visit the Guide to Grants. To nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's FY2016 Call for Panelists.

Notification and Payment

Applicants will be notified in writing of their application status on October 9, 2015. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH strongly recommends FY2016 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at Managing Grant Award.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2016 grantees with unfulfilled reporting, in any funding program, as of October 15, 2015, are ineligible to receive any additional awards from DCCAH.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the City-Wide Grants Manual and Sourcebook from the Office of the City Administrator (OCA). DCCAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY2016 grant recipients must complete final reports by October 15, 2016. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the Manage Grant Award page on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding the Grants-in-Aid program, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the Guide to Grants or contact Steven Mazzola, Grants Program Manager at Steven.Mazzola@dc.gov or 202-724-5613.

GENERAL OPERATING SUPPORT GRANT

FY 2016

Grants-In-Aid
Review Criteria

Artistic Content 40%
- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate the highest standards of artistic excellence within the chosen discipline(s); and
- The applicant uses personnel with distinguished arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content and demonstrates its commitment to hiring DC-based artists, where applicable, to deliver high quality artistic content.

District Impact and Engagement 30%
- The applicant presents effective evaluation methods, which are used to improve future activities and services;
- The applicant demonstrates innovative strategies to include underserved populations – those whose opportunities for cultural experiences are limited by geography, ethnicity, economics or disability;
- The applicant has established partnerships with complementary organizations of all sizes to increase DC residents' awareness of and involvement in the city's cultural community.

Budget Narrative, Capacity and Sustainability 20%
- The applicant has a clearly articulated mission and vision, strong financial management systems to administer grant funds, active and long-term relationships with the funding community and strong operational systems in place;
- The applicant's budget information is detailed, accurate, and feasible;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain artistic programming over the course of FY2015 and match required funds.

Overall 10%
- The application provides a clear explanation of how the organization supports the GIA goals; and
- The applicant has a demonstrated commitment to providing outstanding artistic services to the residents of Washington, DC.

FY 2016
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Application Checklist

The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the Grants-In-Aid application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

o   Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*

o   Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.

o   Resume(s) of Key Personnel (Artistic/Managing/Executive Directors, Training Heads)

o   2014 CDP Funders Report (Review Complete)

o   For underline current fiscal year, Organization's Year-To-Date Statement of Financial Position (Balance Sheet)

o   Current Board of Directors

o   Signed W-9 (Request for Taxpayer Identification and Certificate)

o   IRS Letter of Determination

o   DC Certificate of Incorporation

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (DCCAH) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH's requirements and suggestions regarding artistic content.

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is demonstrated to the Advisory Review Panel through the applicant's:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and**
- **Section 4 - Assessment and evaluation methods**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit artistic work samples.

To further assist you in submitting strong artistic content with your application, DCCAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The DCCAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant's artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

Arts Education	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	

	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Dance

	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.

Design Arts

	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Interdisciplinary

	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)

Fiction and creative nonfiction writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.

Media Arts

Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.

Multi-disciplinary

	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

Music

	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.

	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Theater	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's artistic disciplines(s).

Some examples of support materials are:
- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.

Section 3 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The

professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Section 4 – Assessment and Evaluation

Purpose of Assessment & Evaluation
(a) To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.
(b) To provide evidence to support changes in order to improve the program and its delivery.
Types of Assessment & Evaluation
(a) Qualitative Assessment is often subjective in approach and narrative in nature.
(b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & Evaluation Design
There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed method approaches such as portfolio assessment.

Section 5 - General Suggestions from DCCAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH recommends considering the following:
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGS with the resolution of at least 72 dpi
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory Review Panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
  - Template: Applicant'sLastName.FirstName.Image#.ArtworkTitle.jpg
  - Example – "DaVinci.Leonardo.1.MonaLisa.jpg"

For video submission
- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.

For online materials and website:
- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information on required to view your work sample such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. DCCAH is not responsible for any material outside of the online grant portal.

ADDENDUM B:
CULTURAL DATA PROJECT

The DC Cultural Data Project is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

DCCAH requires organizations to complete the DC CDP to apply to the following programs: Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, Sister Cities International Arts Grant and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile.

The DC CDP Data Profile is an annual requirement completed through the CDP website. The information entered into the Data Profile will be used when an application is created and report materials are submitted for the DCCAH and other funders.

Complete instructions for getting started with the DC CDP or take part in a free orientation webinar, visit: http://www.dcculturaldata.org/.

Please direct questions concerning the Cultural Data Profile to:

DC CDP Help Desk:
Toll Free: 1-855-223-2237 (1-855-22-DCCDP)
Email: help@DCculturaldata.org
The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: http://www.dcculturaldata.org